

ADMINISTRATIVE SECRETARY I (Part-time)

Child Support Hearing Office

Annual Base Salary: \$13,909.92

Position Number: 009915

Class Code: 2105

Closing Date: Friday, March 27, 2015

General Description

The essential function of the position within the organization is to provide organizational, secretarial and administrative support for the Child Support Hearing Officer who handles cases in Leon County. This position is responsible for a variety of secretarial duties including preparing court calendars, setting hearings, typing correspondence and recommended orders, filing and answering the phone. Interface with members of the judiciary, state court personnel and the public. Must possess good oral and written communication skills and be proficient in the use of Word, Word Perfect and Excel.

Education and Training Guidelines

- Associates degree. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.
- One year of experience in business administration, paralegal, secretarial skills or closely related field. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Competencies

Data Responsibility:

Collects, classifies, formats, copies, transcribes, enters and posts data or information and computes or performs arithmetic operations.

People Responsibility:

Follows instructions and orders of supervisor; provides assistance to people to achieve task completion; serves others such as customers, attends to their requests and exchanges information with them; may instruct or assign duties to coworkers.

Assets Responsibility:

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirements:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

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Communications Requirements:

Reads journals and manuals; composes reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Decisions:

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or spreadsheets.

Special Comments:

- Experience in the court system is preferred.
- A criminal background check will be conducted on all finalists.
- Position not available until Monday, April 13, 2015 or after.

How To Apply:

Submit a current and complete State of Florida application to:

Paula Watkins
Office of Court Administration, Room 225
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301
Phone: (850)577-4401; Fax: (850)487-7947

An application must be submitted for the position listing the appropriate class title and position number for which you are applying. **Your application must be received in the office by 5:00 p.m. on the Friday, March 27, 2015.**

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.